



Memorial Bench & Plaque Scheme

Introduction

Caister Parish Council recognises that many families wish to commemorate loved ones through the provision of a memorial bench or plaque within Caister Village Cemetery.

This scheme provides a consistent and fair process for the installation, management and renewal of memorial benches and plaques whilst maintaining the appearance, dignity and accessibility of the cemetery for all visitors.

All memorials are subject to approval by Caister Parish Council.

Availability and Location of Memorials

Memorial benches and plaques are available only within designated areas of Caister Village Cemetery as determined by the Parish Council.

To preserve the appearance, character and peaceful nature of the cemetery, the Parish Council reserves the right to limit the number of memorial benches and plaques within any particular area.

Whilst applicants may express a preference for a specific location, the final location of any memorial bench or plaque shall be determined by the Parish Council.

Benches and plaques shall be supplied only through the Parish Council or an approved contractor to ensure consistency in design, materials and installation standards.

Memorial Bench Sponsorship

A memorial bench, including a plaque, may be purchased to honour a loved one where Cemetery space allows and at the Council's discretion.

Memorial benches are dedicated for twenty five years with renewal available for a further ten years provided the bench and plaque remain serviceable.

No additional plaques will be added to a bench purchased solely to honour a loved one.

Memorial Plaques on Existing Benches

Memorial plaques may be placed on existing benches other than where the bench has been purchased in memory of a loved one and at the Council's discretion.

Plaques are dedicated for ten years with renewal available for a further five or ten years, provided the plaque and bench remain serviceable.

Replacement Benches and Plaques

Where a bench or plaque requires replacement due to age, wear or damage, replacement will be at the prevailing cost.

Plaque Wording

All wording is subject to approval and should be respectful and appropriate to the cemetery setting.

Additional Memorial Items

No additional items including flowers, ornaments, vases, toys, lights or other memorabilia may be attached to or left around memorial benches unless expressly authorised by the Parish Council. Any unauthorised items may be removed without notice.

Ownership and Maintenance

All memorial benches and plaques become the property of Caister-on-Sea Parish Council upon installation.

The Council will undertake routine maintenance only. Damage caused by vandalism, accidental damage or extraordinary repair requirements may require replacement at the prevailing cost.

The Council reserves the right to repair, replace, relocate or remove benches and plaques where necessary.

Renewal and Expiry

The Council will endeavour to contact applicants before expiry. If no renewal payment is received within three months of expiry, the Council reserves the right to remove and dispose of the plaque and reallocate or replace the bench.

Fees and Charges

Item	Term	Fee
Memorial Bench incl. Plaque*	25 years	£750
Bench Renewal	10 years	£200
Plaque on Existing Bench	15 years	£125
Plaque Renewal	10 years	£100
Replacement Bench incl. Plaque	N/A	£750
Replacement Plaque	N/A	£125
Corporate Bench Sponsorship inc. Plaque**	Bench Lifespan	£500

**No other plaques will be added to the bench unless after expiry, a renewal is not pursued.*

***Memorial plaques will be located on the bench alongside the plaque displaying the donor.*

Applications

An application form must be completed and submitted to the Parish Clerk with contact details, proposed wording and a secondary contact.

Liability

The Parish Council accepts no liability for loss, theft or damage to memorial benches or plaques beyond its statutory responsibilities.

Disclaimer

The Parish Council reserves the right to amend this scheme from time to time. Approval of any application is at the discretion of the Parish Council.

Review

Within 3 years, or as appropriate.

Date of Policy	July 2026
Approving Committee	Full Council
Date of Committee Meeting	6 July 2026
Date of Adoption by Full Council	6 July 2026
Policy Version Number	1
Date of Next Review	July 2029